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Supply

**COMBAT ORIENTED SUPPLY
ORGANIZATION (COSO) PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

PACAFI 23-203, 26 June 2000, is supplemented as follows:

- 1.7.** Chief of Supply (COS) option, aircraft spares are now stored in the main supply warehouse.
- 1.8.** Local bench stock procedures are established in AFMAN 23-110, Volume 2, Part 13, Chapter 3, *Issue Systems*, and Volume 2, Part 2, Chapter 25, *Bench Stock Support*.
- 1.11.** Additional guidance can be found in PACAFI 23-206, *Regional Supply Procedures*, Chapter 3, *Computer Operations*.
- 1.12.** The COS will supplement this instruction, AFMAN 23-110, Volume 2, Part 11, and Part 2, Chapter 32, *Contingency Processing System*, to provide detailed post post operating procedures for all supported activities.
 - 1.12.1. (Added)** (3WG). The Wing Maintenance/Supply Liaison (MSL) will assist the Post Post Control Team (PPCT) with post post concerns identified by the maintenance work centers.
 - 1.12.2. (Added)** (3WG). During recovery, the PPCT Chief will determine which Standard Base Supply System (SBSS) terminals are up or down. The Computer Operations Element will only bring terminals on-line identified by the PPCT Chief. Work centers will only process their post post transactions over designated terminals. Each work center will notify the Computer Operations Element (552-2214) when they have completed their post post recovery processing. Work centers will not resume normal processing until told to do so by the PPCT Chief.

1.12.3. (Added) (3WG). All work centers, including supply functions, will determine asset availability, identify interchangeable/substitute assets, and warehouse locations when using the contingency processing system (CPS) or automated stock number user directory (ASNUD) as directed by the PPCT Chief.

1.19.1. (Added) (3WG). Supply Asset Tracking System (SATS) processing during post post will be left to the discretion of the PPCT Chief. Detailed instructions will be provided in AFM 23-110, Volume 2, Part 2, Chapter 32 and Volume 2, Part 11.

2.2.15. COS option, a copy of 296 rejects will not be forwarded to the Base Supply Customer Service Section (CSS).

2.3.2.1. (Added) (3WG). Supply Functions assigned to maintenance units with SBSS capability will be responsible for the processing and accuracy of their own post post transactions, unless otherwise directed by the PPCT Chief. They will also use their designated activity Code “J” 8000 series serial numbers below during post post and restart with the beginning serial number each calendar day. Their post post responsibilities will include manually preparing their own issue request documents and processing their own post post recovery inputs to completion, unless otherwise directed by the PPCT Chief.

ACTIVITY CODE J SERIAL NUMBER	RESPONSIBLE ELEMENT WITH SBSS AND CORE AUTOMATED MAINTENANCE SYSTEM
8000-8099	19 MAFS
8100-8199	12 MAUS
8200-8299	90 COSO
8300-8349	3 OSS Inspection (Phase Dock)
8350-8424	3 CRS/LGMPS (Propulsion)
8425-8465	3 EMS/LGMGY (Main AGE)
8466-8499	3 EMS/LGMGY (Northside AGE)
8500-8699	CSS (Customer Service Section)
8700-8799	517 MAFS
8800-8820	962 AACS/MAF
8821-8859	3 CRS/LGMVA (Avionics)
8860-8899	3 EMS/LGMR (Armament)
8900-8949	3 LSS/LGLOE (Wing Engine Management)
8950-8999	Unused

2.3.5.1. (Added) (3WG). During normal duty hours, all issue requests (ISU) for assets stored in 3rd Supply Squadron at 4251 & 5257 Finletter Ave, and 5253 Gibson Ave, will be output over a Storage and Issue terminal for Warehouse 02, 04, 05, and a hazardous material (HAZMAT) terminal for Warehouse 06. Maintenance issue (MSI) assets, mobility readiness spares packages (MRSP) will be output over a

war readiness element (WRE) terminal. After duty hours, weekends and holidays, all documents are output on the Pick-Up and Delivery terminal except for HAZMAT.

2.3.5.2. (Added) (3WG). Storage and Issue and the WRE will pull the property and take both the document and the property to the Pick-Up and Delivery Element during normal duty hours. After hours, weekends and holidays, the Pick-Up and Delivery Element pulls the property.

2.3.5.3. (Added) (3WG). Pick-Up and Delivery Element will deliver the property to the appropriate maintenance activity identified on the issue document. Pick-Up and Delivery Element (552-3502) will be the single point of contact for resolving delivery problems.

2.3.6. The Flying Squadron Support Section (FSSS) will process new item record loads (FIL) requests. Customers not authorized to process new item record loads, will contact CSS personnel after hours for valid mission capability (MICAP) FIL processing. Non-MICAP requests will be called into the CSS the following duty day.

2.3.7.4. (Added) (3WG). All Materiel Deficiency Report/Quality Deficiency Report (MDR/QDR) assets turned in to the Flight Service Center (FSC) will include the product quality deficiency report (PQDR), PQDR tags, and appropriate not repairable this station (NRTS) condition tags.

2.3.9.1. The procedures in paragraphs 1.12.1. through 1.12.3, this supplement, apply.

2.3.9.2. Pick-Up and Delivery (552-3502) will be the central after hours call-in point for delivery of ISU/MSI during post post, for units who maintain SBSS and core automated maintenance system (CAMS). All other units will contact CSS personnel, after hours, for emergency post post processing. The CSS (552-4111) will be the central call-in point for all units, during normal duty hours, for post post and extended post post processing when declared by the PPCT.

2.3.11. All letters of justification for initial issue requests for item records with alpha budget codes will be signed by the organizational commander and forwarded to the FSC and approved by the Combat Operations Support Flight officer in charge (OIC)/superintendent. The FSC will process all approved initial issue requests. The letter of justification will be in two copies and will include the following:

- | | |
|------------------------------------|--|
| a. Nomenclature | h. Demand Code |
| b. NSN | i. Work Order Code (If Applicable) |
| c. Quantity | j. Priority |
| d. Organization | k. Mark For (If Applicable) |
| e. UJC | l. POC (Name/Phone Number) |
| f. Delivery Destination | m. End Item Weapons System (If Applicable) |
| g. Reason For Loss/New Requirement | |

2.9. If status is unacceptable, assistance will be requested from PACAF Regional Supply Squadron (RSS) at 315-449-7805, 7806 or 7807.

3.2.1. The CSS (552-4111) is the central location for supply problems. Delivery problems which cannot be resolved with the Pick-Up and Delivery Element (552-3502) will be forwarded to CSS.

3.2.2. The MSL Office and the Supply Procedures and Analysis Element will assist the FSSS in resolving delinquent documents and rejects.

3.2.3. Peacetime Operating Stock (POS) is managed by the Supply Materiel Storage and Distribution Flight. The MRSP is managed by the Supply Combat Operations Support Flight.

3.2.4. During normal duty hours, Storage and Issue will act as the central locator for the FSSS when the computer is off-line/post post. After duty hours, Pick-Up and Delivery will assume these responsibilities. All work centers will determine asset availability, identify interchangeable/substitute assets, and warehouse locations when using CPS or ASNUD as directed by the PPCT Chief.

3.2.5. Pick-Up and Delivery (552-3502) will be the central after hours call-in point for delivery of ISU/MSI during post post, for units who maintain SBSS and CAMS. All other units will contact CSS personnel, after hours, for emergency post post processing. The CSS (552-4111) will be the central call-in point for all units, during normal duty hours, for post post and extended post post processing when declared by the PPCT.

3.2.6. COS option, the procedures in paragraphs 2.3.5.1. through 2.3.5.3., and 2.3.9.2., this supplement, apply.

3.2.8. The WRE will manage war consumable distribution objectives (WCDO).

3.3.1. Storage and Issue will locate and pull property for issue documents that process on assigned remote terminals during normal duty hours. Pick-Up and Delivery will assume these responsibilities after hours.

3.3.2. Pick-Up and Delivery will ensure signatures are properly annotated.

3.3.3. Pick-Up and Delivery will deliver all property.

3.3.4. All supply functions will operate in accordance with AFMAN 23-110, Volume 2, Part 2, *Standard Base Supply System*.

3.3.5. All supply functions will operate in accordance with AFMAN 23-110, Volume 2, Part 2.

3.3.6. All supply functions will operate in accordance with AFMAN 23-110, Volume 2, Part 2.

3.5.3. During normal duty hours, Storage and Issue will act as the central locator for the FSSS

when the computer is off-line/post post. After duty hours, Pick-Up and Delivery will assume these responsibilities. All work centers will determine asset availability, identify interchangeable/substitute assets, and warehouse locations when using the CPS or ASNUD as directed by the PPCT Chief.

3.7. The Aircraft Parts Store (APS) has been decentralized, responsibilities previously performed by the APS are dispersed throughout supply.

4.2.2. The procedures in paragraphs 3.2.4. through 3.2.6, this supplement, apply.

4.2.3. COS option, the FSC will transport repairables requiring multiple repair actions upon request by maintenance work centers.

4.2.8. The supply point activity may process MSIs from the supply points in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 24, *Repair Cycle Support*, if supported by SBSS.

4.2.11. The FSC will assist the Inventory Element by providing points of contact for all supply point accounts, and transaction logs for accounts, as required, to aid in any necessary research.

4.2.17. The procedures in paragraph 3.2.6, this supplement, apply.

4.3.1. Serial numbers are listed in AFMAN 23-110, Volume 2, Part 2, Chapter 11/3Wg Sup 1, *Issue Systems*.

4.3.2.3. A suspense copy is not required.

4.4.1.2. Copy two of AF Form 2005, *Issue/Turn-in Request*, is no longer required due to SATS processing.

4.4.3. Assets awaiting disposition instructions will be stored by Warehouse 05, except for PQDR/MDR assets which will be stored by the FSC.

4.6.6. COS option, the FSC will load the organizational/shop code of the base designated repair activity.

4.8.1. (Added) (3WG). The local manufacture function will be located in the FSC. The local manufacture manager (LMM) will have the following responsibilities:

4.8.2. (Added) (3WG). Accept all approved requests for local manufacture, will also process military standard requisitioning and issue procedures (MILSTRIP) status inputs in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 9, *Requisitioning*.

4.8.3.1. (Added) (3WG). A DD Form 1348-6, *DoD Single Line Item Requisition System Document*, is required on all items locally manufactured that do not have a national stock number (NSN) loaded. The requesting activity will complete the DD Form 1348-6. Due-outs for MICAP items are established by the requesting activity. Non-MICAP due-outs are established by the LMM after the request is approved by the fabricating activity. The requesting activity is responsible for providing required materials and samples to the manufacturer of a MICAP requirement. If drawings are required, the requesting activity will provide the drawings to the fabricating activity within 1 hour of the request. The LMM will process receipt/DOR of a MICAP local manufacture when notified by maintenance, of property receipt. The manufactured item does not have to be brought to the LMM on MICAP items.

4.8.3.2. (Added) (3WG). The LMM is responsible for reviewing all non-MICAP local manufacture requests and ensuring the acquisition advice code (AAC) or source maintenance recoverability (SMR) code allows for local manufacture. LMM's are not technical experts, bits and pieces required to manufacture an end item must be identified by the requesting agency, in conjunction with the manufacturing shop, through the use of authorized/applicable technical references.

4.8.3.3. (Added) (3WG). LMM is responsible for reviewing requests for local manufacture of POS. The review will include using a Type 1 inquiry to ensure the number of demands in the last 6 months is greater than 1, the total quantity ordered and on-hand quantity does not exceed the demand level while the routing identifier and the AAC reflect that local manufacture is authorized. If all three conditions are met, the LMM will do all necessary research, regardless of the stock number structure. The research will include obtaining the end item part number and obtaining a drawing, if necessary, to get a parts breakdown. If the request is for a non-NSN item, the LMM will contact the fabricating activity to verify that the item can be manufactured locally. The LMM is responsible for setting up and maintaining a storage bin for all bits and pieces (by work order number) until all required material is available, for delivery to the manufacturing shop once all material is received, and for running the receipt in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 10, *Receipt Processing*. The property must be physically brought to the Operations Support Element before processing the receipt. The only exception is large items such as sheet metal and bar stock/still lengths. These will be stored at the fabricating activity. If local manufacture is not authorized or cannot be accomplished, the requisition will be cancelled and returned to the PACAF RSS for re-requisitioning from the proper depot or local procurement.

4.8.3.4. The customer will provide the sample/drawings, AFTO Form 350, *Repairable Item Processing Tag*, and AF Form 1348-6 to the FSC LMM.

4.8.6. (Added) (3WG). Maintenance Responsibilities:

4.8.6.1. (Added) (3WG). The requesting activity (Phase/FSSS) is responsible for establishing the initial due out and the initial notification of a MICAP requirement to the LMM. The requesting activity is responsible for providing the sample for items made by the fabricating activity.

4.8.6.1.1. (Added) (3WG). If drawings are required, the fabricating activity will notify the LMM during normal duty hours.

4.8.6.1.2. (Added) (3WG). If bits and pieces are required during after hours, the fabricating activity is responsible for submitting the request, using their organization code and applicable shop code (that is, LA=F-15, LM=C-130, and so forth) to the applicable Maintenance Support or Operations Support for 3rd Wing aircraft and their requirements. If bits and pieces for a non-MICAP are required after hours, the fabricating activity will order them the next duty day.

4.8.6.1.3. (Added) (3WG). The fabricating activity and MSL will notify the PACAF RSS MICAP Element when a MICAP requirement has been completed.

4.8.6.2. (Added) (3WG). Routine Local Manufacture Requests:

4.8.6.2.1. Aircraft Parts. All samples will be provided to the FSC LMM at the time of request.

4.8.6.2.2. Non-Aircraft Parts. Provide samples, if available, to the LMM. If a sample is not available, the drawings/dimensions will be provided, along with a DD Form 1348-6 to the LMM at the time of the request.

4.8.6.2.3. (Added) (3WG). **Ordering Bits and Pieces.** When ordering bits and pieces, the organization code of either the fabricating shop or the requesting activity will be used. The price of the end item will reflect the expense of all bits and pieces funded by the fabricating activity.

4.8.6.2.4. (Added) (3WG). The priority and urgency justification code (UJC) will be compatible to the end item being manufactured. For example, if the end item is MICAP against an aircraft, the request would be 03 AA with the mark-for being the aircraft tail number. If the end item is MICAP against an engine, then 03 AM is how the issue will be requested. In both of these cases, if the item requested was zero balance, the back order would be the same UJC as the end item, that is, 1A/IM. On items that are lower priorities, such as BQ and BM, and are aircraft related, the bits and pieces will be back ordered with a priority 04 and UJC of BQ. Other items that are manufactured, but are not aircraft related, will be ordered with a priority of 03 or 04 and UJC of BW or AW against the job order. The A or B urgency of need designator (UND) should be the same as the original due out UND for the end item.

4.8.6.2.5. (Added) (3WG). It's the responsibility of the fabricating activity to notify the LMM immediately upon completion of any locally manufactured item.

5.2.15. (Added) (3WG). The MSL will assist the PPCT with post post concerns identified by the maintenance work centers.

5.2.16. (Added) (3WG). The MSL Office and the Supply Procedures and Analysis Element will assist the FSS/FSSS in resolving delinquent documents and rejects.

5.5.2.2.1. After hours support, for units who maintain SBSS or CAMS will be provided by Pick-Up and Delivery (552-3502). Units who do not maintain SBSS or CAMS, will contact CSS stand-by personnel

for valid emergency requests only. Non-emergency requests will be called into the CSS the following duty day (552-4111).

5.5.3.1.1. The CSS will remain the primary submission point for all base customers who do not maintain SBSS or CAMS.

5.5.3.1.2. The FSSS will process FIL requests. Customers not authorized to process FILs will contact CSS personnel after hours for valid MICAP FIL processing. Non-MICAP requests will be called into the CSS the following duty day.

6.1.3.1.2. COS option, the FSC time change technical order (TCTO) monitor can order TCTO kit requirements.

6.1.5. The FSC will notify the Operations Support Sections Plans, Scheduling and Documentation or the Engine Management Section, via e-mail or phone upon receipt of availability notice. File the latest notice in the respective TCTO jacket file with annotation of name, date, and time message was sent or phone call was placed and who was notified.

6.1.11. The FSC TCTO Manager will reconcile TCTO requirements with the appropriate organizations monthly, via e-mail or telecommunications.

7.1. The 3EMS AGE, 3CRS Propulsion, and 3CRS Avionics Flight Support Elements will operate fully under the COSO concept.

7.2.6. The FSC will pick-up due in from maintenance (DIFM) assets from avionics and aerospace ground equipment (AGE).

7.2.16. COS option, a copy of the 296 rejects will not be forwarded to the CSS.

7.3.2. Supply Functions assigned to maintenance units with SBSS capability will be responsible for the processing and accuracy of their own post post transactions, unless otherwise directed by the PPCT Chief. They will also use their designated activity Code "J" 8000 series serial numbers below during post post. Their post post responsibilities will include manually preparing their own issue request documents and processing their own post post recovery inputs, unless otherwise directed by the PPCT Chief.

ACTIVITY CODE J SERIAL NUMBER	RESPONSIBLE ELEMENT WITH SBSS AND CORE AUTOMATED MAINTENANCE SYSTEM
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8000-8099	19 MAFS
8100-8199	12 MAUS
8200-8299	90 COSO
8300-8349	3 OSS Inspection (Phase Dock)
8350-8424	3 CRS/LGMPS (Propulsion)
8425-8465	3 EMS/LGMGY (Main AGE)
8466-8499	3 EMS/LGMGY (Northside AGE)
8500-8699	CSS (Customer Service Section)

8700-8799	517 MAFS
8800-8820	962 AACS/MAF
8821-8859	3 CRS/LGMVA (Avionics)
8860-8899	3 EMS/LGMR (Armament)
8900-8949	3 LSS/LGLOE (Wing Engine Management)
8950-8999	Unused

7.3.5. The FSS will process FIL requests. Customers not authorized to process FILs, will contact CSS personnel after hours for valid MICAP FIL processing. Non-MICAP requests will be called into the CSS the following duty day.

7.3.9.2. Pick-Up and Delivery (552-3502) will be the central after hours call-in point for delivery of ISU/MSI during post post, for units who maintain SBSS and CAMS. All other units will contact CSS personnel, after hours, for emergency post post processing. The CSS (552-4111) will be the central call-in point for all units, during normal duty hours, for post post and extended post post processing when declared by the PPCT.

7.3.11. (Added) (3WG). All MDR/QDR assets turned into the FSC support will include the PQDR report, PQDR tags, and the appropriate NRTS condition tags.

8. (Added) (3WG). Mated Item Procedures: Mated items are those items, which have physical or electronic characteristics, requiring mating and testing before installation. Some mated items are required to be pre-mated, tested by maintenance, and returned to Base Supply, for example, FSC, or MRSP. Mated items will not be stored in peacetime operating stock. Other methods, such as forcing items (as an overage, if necessary) to readiness spares packages, supply points, and so forth, will be accomplished.

8.1.1. The supporting maintenance activity is responsible for identifying mated items to the FSC. When repair cycle items are identified for mating, PACAF RSS Stock Control will assign IEX "T" and SEX "F" to applicable item records. The IEX "T" and SEX "F" will have an exception phrase "Mated Items, Requires Multiple Processing."

8.1.2. Components, which require mating, will be issued using activity Code "C" and processed using transaction identification code ISU/MSI. When issue requests are processed for NSNs identified as mated items (IEX "T"), rejects will result. The NSNs location must be checked to determine if multiple processing is necessary. The customer will be advised accordingly and be required to order both component NSNs. An issue document will be processed for each component making up the mated assembly. The issue document will always be for a quantity of one each.

8.1.3. Serviceable items turned into supply, as mated assemblies will have a DD Form 1574, *Serviceable Tag*, attached to each component making up the assembly. Prior to processing the turn-in, the FSC will process an inquiry to determine what action is required to return all items making up the mated assembly to its appropriate location. Mated items will not be stored in peacetime operating stock. Other methods, such as forcing items (as an overage, if necessary) to readiness spares packages, supply points, and so forth, will be accomplished.

8.1.4. Unserviceable mated items will be separated before turning into supply. All unserviceable shipments for mated items will be processed as a single item. The shipping document will contain the phrase

“Mated Item, May Require Multiple Processing” and must be checked prior to releasing any mated item for shipment.

8.1.5. Serviceable mated items may be shipped assembled to satisfy lateral support MICAP requirements. PACAF RSS Mission Support Element, and the maintenance shop are responsible for mating the item and will make the determination to ship mated assemblies or disassemble the mated items and ship individually. The maintenance shop will be responsible for mating and/or disassembling mated items for item manager directed shipments. When mated items are shipped as an assembly, ensure there is a shipping document for each component.

8.1.6. Deploying personnel will be briefed on mated items located in the kit during the pre-deployment inventory. The applicable NSNs will be cross-referenced on the R43, R50, and other management listings. Assets will be further identified with proper condition tags for each item.

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